

For: State and County Offices, Including Ag Credit Teams

AGCREDIT Download

Approved by: Deputy Administrator, Farm Credit Programs

Sau Anne Kling

1 Download Requirements

A

**New
Timeframes for
Completing
AGCREDIT
Download**

AGCREDIT data will no longer be downloaded on a monthly basis. Beginning with FY 1996, County Offices or Ag Credit Teams will download AGCREDIT data the last workday of each quarter. The first download will be completed by December 31, 1995, and thereafter by March 31, June 30, and September 30 of each year.

B

**Mailing
Download
Diskettes or
Tapes**

County Offices or Ag Credit Teams shall send downloaded diskettes or tapes to the State Office by the date in subparagraph C.

State Offices shall compile the data for their State and send the tapes, by the date in subparagraph C, to the National Office at the following address:

Donna Avery
USDA, CFSA, ITSD, Room 6426-So
14th and Independence Ave., SW
Washington, DC 20250-0001.

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Disposal Date	Distribution
October 1, 1996	State Offices; State Offices relay to County Offices and Ag Credit Teams

1 Download Requirements, *Continued*

C

Due Dates

County Offices or Ag Credit Teams shall send diskettes or tapes to the State Office by the 5th calendar day of the month following the end of the reporting quarter. The first download will be due by January 5, 1996.

State Offices shall send State data to the National Office by the 10th calendar day of the month following the end of the reporting quarter. The first download will be due by January 10, 1996.

2 Contact Points

A

Contact for Download and Software

If questions or concerns about the download or software, contact the CFSA National Help Desk, according to Notice IRM-214.

B

Contact for Loan Servicing

All questions or concerns about the servicing of borrowers or using the AGCREDIT flowcharts should be directed to the Area Office.

C

State Office Contacts

One person from each State shall be designated as a contact to handle each of the following:

- one contact from the Ag credit program to handle loan servicing issues
 - one contact, AC or Information Resource Manager, to handle the AGCREDIT download.
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Notice FC-3

2 Contact Points, *Continued*

C

State Office Contacts, *Continued*

State Offices shall, by November 17, 1995, notify the Area Office of the following information for each contact person:

- name and title
 - division
 - agency, if other than CFSA
 - address
 - telephone number.
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3 Filing Instructions

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Filing Instructions

Where FmHA instructions are available, a copy of this notice shall be filed in front of FmHA Instruction 1951-S.
